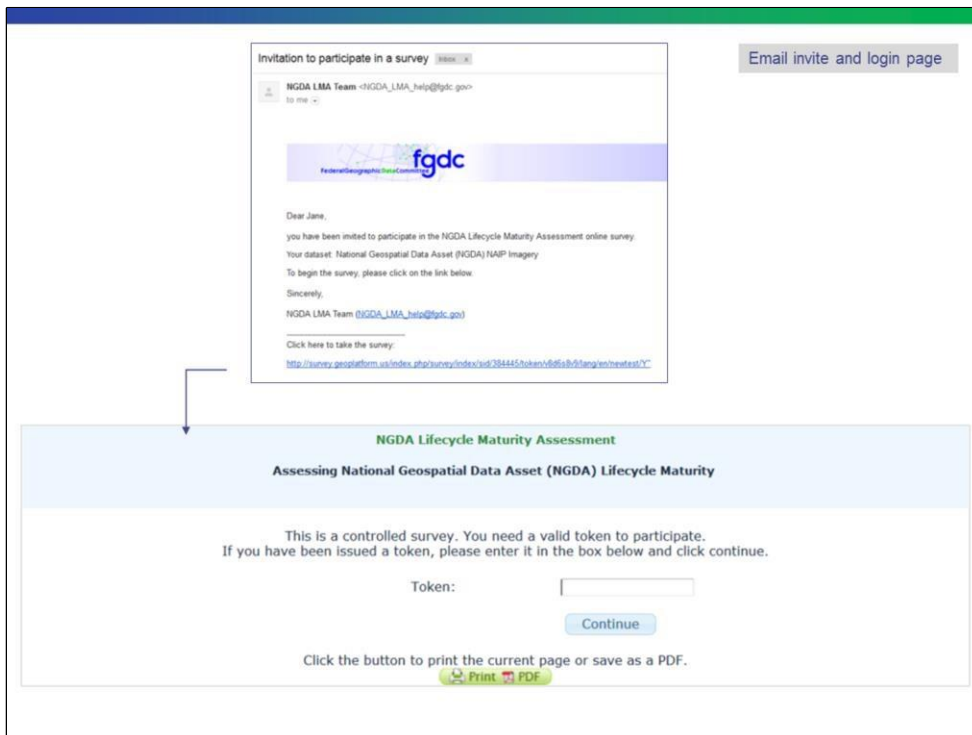




Survey Overview:

[Demo](#)




Note: Dataset Managers will receive an email invitation with a token in it that ties them and their NGDA to the maturity assessment

NGDA Lifecycle Maturity Assessment

Assessing National Geospatial Data Asset (NGDA) Lifecycle Maturity

0% 100%

Survey Navigation / Help



Welcome - This is the FGDC NGDA Lifecycle Maturity survey tool.

This survey tool was built using LimeSurvey and operates successfully on Internet Explorer, Firefox, and Chrome browsers. **We recommend using Firefox or Chrome to complete this survey.**

Please note cookies are enabled.

Users are strongly encouraged to use the navigation buttons within the survey. **Please DO NOT click the back arrow on your browser, instead, please use the 'Back' and 'Next' buttons available on the bottom of each page of the survey.** These buttons must also be utilized to ensure your answers are saved before leaving this survey and exiting the browser session.

Clicking the 'Next' will save the work on the current page. Before leaving a page make sure 'Next' is clicked to save.

If you would like to **export your answers**, please **wait until you reach your Assessment page** where you can review all of your inputs. Here you will have the option to "Print this Page". A pop up window will open and you can choose the option to "Export to PDF". If you need to print from other pages **please use the landscape option** - the Question Index may overprint some of the answers. There is no option for removing at this time.

Experiencing an Issue? Choose one of the following issues, then click the email link below to contact us.

Choose one of the following answers

Please choose...

This concludes the survey navigation / help. You may reference this page at any time through the index on the right.

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National Geospatial Dataset Asset Management Plan Lifecycle Maturity Assessment Tool

Background

In November 2010, the Office of Management and Budget (OMB) released the OMB Circular A-16 Supplemental Guidance. Its primary focus was on geospatial data as a capital asset and providing the foundation for a portfolio management approach to a National Geospatial Data Asset (NGDA) Portfolio. The portfolio consists of National Geospatial Data Asset Themes (NGDA Themes) and their associated National Geospatial Data Asset Datasets (NGDA Datasets). An NGDA Dataset is an asset that has been designated as such by the Federal Geographic Data Committee (FGDC) Steering Committee and meets at least one of the following criteria: (1) supports mission goals of multiple Federal agencies; (2) statutorily mandated; or (3) supports Presidential priorities as expressed by Executive Order or by OMB. The NGDA Dataset Inventory identifies the assets that comprise the A-16 NGDA Portfolio universe described in the National Geospatial Data Asset Management Plan. "Geospatial datasets" will be routinely inventoried and recommended for inclusion in the NGDA Portfolio when merited" as found on page 10 in OMB Circular A-16 Supplemental Guidance.

Reporting on the developmental status of National Geospatial Data Assets (NGDAs) is a requirement of the OMB Circular A-16 and the OMB Circular A-16 Supplemental Guidance. Assessing the developmental maturity of the NGDA will provide managers the ability to support datasets in a more holistic and transparent manner. To assist with reporting, an inter-agency team developed a 7 stage geospatial lifecycle (Figure 1) with associated benchmark activities for each stage. Each benchmark has a range of activities, from none to significant activity, which provide the interpretation of maturity for that benchmark. The cumulative level of activity will determine the maturity of the dataset. The NGDA Lifecycle Maturity Assessment Tool was developed to help determine the maturity of the NGDA. This approach for lifecycle-based geospatial portfolio management of NGDAs is defined in OMB Circular A-130 (section 4). All NGDA Dataset Managers are required to do an initial maturity assessment once their dataset(s) has been declared an NGDA. It is anticipated that Dataset Managers will report on changes to the maturity status of their NGDAs via annual reports as required under both OMB Circular A-16 and the A-16 Supplemental Guidance.

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Figure 1 - OMB Circular A-16 Supplemental Guidance - lifecycle stages for developing, managing and reporting on nationally significant datasets to meet business requirements.

A-16 NGDA Theme Community page: <https://www.geoplatform.gov/A-16-NGDATheme-Community>

Questions Overview

The survey consists of 19 questions organized across 4 stages as listed below. To download NGDA Management Plan Lifecycle Maturity Assessment Tool document with a full list of questions, [click here](#). To download the NGDA Baseline Maturity Assessment - How to calculate maturity, [click here](#). What this means, [click here](#).

General/Overview Questions

- 1) Is there a recurring process to obtain funding for all lifecycle stages of this dataset?
- 2) Is there a process in place to ensure that open government and transparency guidelines are followed in all lifecycle stages for this dataset?
- 3) Are there processes and tools in place so that staff are sufficiently knowledgeable to ensure a continuity of the dataset for all stages of the lifecycle, especially during staffing transitions?

STAGE 1- Define/Plan

- 4) Are user and business requirements defined and formalized?
- 5) How are partners/stakeholders involved in the requirements collection process?
- 6) Is there a quality assurance process for the dataset?
- 7) Is there a process to evaluate the sensitivity, privacy, and confidentiality of this dataset?
- 8) Are defined data standards used in collecting, processing and/or rendering the data?

STAGE 2- Inventory/Evaluate

- 9) Is there a process for determining if data necessary to meet requirements already exist from other sources (either within or outside the agency) before collecting or acquiring new data?

STAGE 3- Obtain

- 10) Is there a process for obtaining data in relation to this dataset?
- 11) Is the metadata in a FGDC endorsed geospatial metadata standard?
- 12) How complete is the geographic coverage as defined in the requirements for the dataset?

STAGE 4- Access

- 13) Do you have a process for providing users access to the data in an open digital machine readable format?

STAGE 5- Maintain

- 14) Is there a maintenance process for updating and storing the dataset?
- 15) Is there an error correction process as part of dataset maintenance?

STAGE 6- Use/Evaluate

- 16) Is there a process to determine if the dataset meets user needs?
- 17) Is there a process to provide users information on how to access and properly use the dataset?
- 18) Are the business processes and management practices assessed to meet changing technology?

STAGE 7- Archive

- 19) Is there an archiving process for the dataset?

This concludes the NGDA Lifecycle Maturity Assessment survey Questions Overview.

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Questions for All Stages

This concludes the NGDA Lifecycle Maturity Assessment survey STAGE 1 Questions 1 - 3.

1) Is there a recurring process to obtain funding for all lifecycle stages of this dataset?

Clarifying Statement - Example actions may include: Identifying existing sources of funding (i.e., local, agency, interagency, etc.), identifying supporting staff (i.e., contracting officer, contracting officers representative, etc.), funding requests updated and submitted annually or tied to dataset schedules, and coordinating with supporting offices including, but not limited to, information technology, records management, data centers, including archiving and ultimate disposition, etc.

Reference as it pertains to all Lifecycle Stages: [DMM Circular A.16 Supplemental Guidance \(pages 31-32\)](#)

Lifecycle Stages include - Define (Plan), Inventory/Evaluate, Obtain, Access, Maintain, Use/Evaluate, and Archive.

Choose one of the following answers

- ☐ No.
- ☐ Funding is from local offices, budgeting effort minimal, staffing minimal.
- ☐ Funding is planned at agency level, supporting staff assigned, but funding is not recurring, some lifecycle stages are supported.
- ☐ Funding support exists but is not adequate to meet known requirements, most lifecycle stages are supported.
- ☐ Funding support is part of agency budget on a recurring basis, funding is consistent and tied to business processes, and supports all lifecycle stages.

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2) Is there a process in place to ensure that open government and transparency guidelines are followed in all lifecycle stages for this dataset?

Clarifying statement - example actions may include: steps taken to ensure that dataset processes include openness in communication and accountability (i.e. - improves opportunities for public participation and collaboration, announcements such as Federal Register, marketplace utilization, etc.), actions are performed in an open manner appropriate to the sensitivity requirements* determined for the dataset including consideration of Controlled Unclassified Information (CUI)** , records management assessment and long-term value financial commitments considered, for official use only (FOUO), etc.

References as they pertain to all Lifecycle Stages: Transparency and Open Government, Federal Register, Geoplatform.gov Market Place, Controlled Unclassified Information EO 13556, Personally Identifiable Information, NIST Special Publication 800-122, and OMB Circular A-16 Supplemental Guidance (pages 31-32)

Lifecycle Stages include - Define (Plan), Inventory/Evaluate, Obtain, Access, Maintain, Use/Evaluate, and Archive

*Sensitive But Unclassified, Sensitive Security Information, unclassified/for official use only (FOUO); protected as restricted data, limited distribution, proprietary, originator controlled, law enforcement sensitive, for official use only (FOUO), etc.

**CUI Includes, but is not limited to: Enforcement Confidential, Attorney-Client Privilege, Confidential Business Information (CBI/Trade Secret, CBI contract materials, scientific research not yet published, Personally Identifiable Information (PII)).

NOTE - * and ** will all be subsumed by the term Controlled Unclassified Information (CUI) in 2015.

Choose one of the following answers

- ☐ No.
- ☐ Process under development.
- ☒ Process identified, early implementation.
- ☐ Process established, significant portions of the documentation is complete.
- ☐ Process is published as appropriate with respect to sensitivity requirements, process is transparent, published appropriately.

REQUIRED: Please provide a comment that justifies your selection above.

Text Limit: 3500 characters (including spaces)

Justification Comment - provide supporting statements justifying metric selection, where appropriate provide links to web documentation or upload a file. This is for all lifecycle stages - if one stage is having difficulties please provide additional comments here.

Here's some text justifying the selection I made above....

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2) Is there a process in place to ensure that open government and transparency guidelines are followed in all lifecycle stages for this dataset?

Clarifying statement - example actions may include: steps taken to ensure that dataset processes include openness in communication and accountability (i.e. - improves opportunities for public participation and collaboration, announcements such as Federal Register, marketplace utilization, etc.), actions are performed in an open manner appropriate to the sensitivity requirements* determined for the dataset including consideration of Controlled Unclassified Information (CUI)***, records management assessment and long-term value financial commitments considered, for official use only (FOUO), etc.

Choose one of the following answers

- ☐ No.
- ☐ Process under development.
- ☐ Process identified, early implementation.
- ☐ Process established, significant portions of the documentation is complete.
- ☐ Process is published as appropriate with respect to sensitivity requirements, process is transparent, published appropriately.

3) Are there processes and tools in place so that staff are sufficiently knowledgeable to ensure a continuity of the dataset for all stages of the lifecycle, especially during staffing transitions?

Clarifying Statement - example actions may include: ensuring documentation is sufficient to preserve, protect, and provide for continuity of the dataset (i.e., data management documentation, standard operating procedure (SOP), etc.); dataset has been assessed for records management requirements and long-term value; continuity of operations as they pertain to the dataset are assessed; tools and strategies for knowledge transfer are implemented; staff roles, responsibilities, education and experience are in line with agency standards, guidelines, and policies to ensure dataset continuity; ensuring staff are appropriately trained through professional development opportunities for education, networking, and sharing with the goal to ensure dataset continuity; dataset continuity knowledge is transferred during staff transitions; etc.

Lifecycle Stages include - Define (Plan), Inventory/Evaluate, Obtain, Access, Maintain, Use/Evaluate, and Archive

References as they pertain to all Lifecycle Stages : Managing Government Records Directive, E-Government Act Implementation, OMB Circular A-18 Supplemental Guidance (pages 31-32), and Guidance On The Selection and Appraisal Of Geospatial Content Of Enduring Value (FGDC draft 2014).

Choose one of the following answers

- ☐ No.
- ☐ Processes and tools to ensure dataset continuity are under development.
- ☐ Processes and tools to ensure dataset continuity are defined and beginning to be implemented.
- ☐ Processes and tools to ensure dataset continuity are in place and implemented for all lifecycle stages.

This concludes the general questions for ALL stages questions 1-3

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Characterization of data requirements based upon business-driven user needs
This stage consists of five questions.

Clarifying statement - example actions may include: identifying user and agency requirements, agency collection process i.e. - review organizational documentation, evaluate internal and external needs, timeliness, dataset resolution or scale needed, dataset geographic extent, review and evaluate existing business requirements, data quality requirements, sensitivity requirements, records management and archive control considered, etc.

Choose one of the following answers

- Ⓐ No involvement.
- Ⓑ Ad hoc process is used for involving Partners/stakeholders in identifying requirements.
- Ⓒ A recurring process exists for gathering partners/ stakeholders requirements is in place and is in the beginning stages of implementation.
- Ⓓ A recurring process is in place, including defining new partner and stakeholder business needs as they arise, and is fully implemented.

Clarifying statement - example actions may include: Stewards are included as part of stakeholders; partners/stakeholders for the dataset are identified at all levels (i.e. - local, regional, national, etc.); partners/stakeholders are involved and supporting the dataset; roles and responsibilities of partners/stakeholders are defined; etc.

Choose one of the following answers

- Ⓐ Not Applicable (N/A).
- Ⓑ No involvement.
- Ⓒ Ad hoc process is used for involving Partners/stakeholders in identifying requirements.
- Ⓓ A recurring process exists for gathering partners/stakeholders requirements is in place and is in the beginning stages of implementation.
- Ⓔ A recurring process is in place, including defining new partner and stakeholder business needs as they arise, and is fully implemented.

Clarifying Statement - example actions may include: actions may include ensuring the dataset has quality assurance, quality control processes started, quality action planning, dataset is in compliance with the agency's information quality directives, quality management processes are in place, etc.

Submit

7) Is there a process to evaluate the sensitivity, privacy, and confidentiality of this dataset?

Clarifying statement - example actions may include: actions may include identifying sensitive data, personally identifiable information, privacy, classification level, Controlled Unclassified Information (CUI) **, level of publication (restricted, internal, publicly available, etc.), Privacy Act assessment, Title 13 requirements, for official use only (FOUO), etc. Actions can include steps to employ methods to protect and obscure the sensitive data in line with the requirements.

*Sensitive But Unclassified, Sensitive Security Information, unclassified/for official use only (FOUO); protected as restricted data, limited distribution, proprietary, originator controlled, law enforcement sensitive, for official use only (FOUO), etc.

**CUI includes, but is not limited to: Enforcement Confidential, Attorney-Client Privilege, Confidential Business Information (CBI/Trade Secret, CBI contract materials, scientific research not yet published, Personally Identifiable Information (PII).

NOTE - * and ** will all be subsumed by the term Controlled Unclassified Information (CUI) in 2015.

References as they pertain to Stage 1 Define/Plan: Transparency and Open Government, Controlled Unclassified Information EO 1.3516, Personally Identifiable Information, NIST Special Publication 800-122, and OMB Circular A-16 Supplemental Guidance (pages 31-32).

Choose one of the following answers

- ☐ No.
- ☐ Process to define under development.
- ☐ Process to define identified and documented.
- ☒ Process being implemented.
- ☐ Sensitivity, privacy, and confidentiality evaluations fully implemented, reviewed and updated on a recurring basis.

REQUIRED: Please provide a comment that justifies your selection above.

Text Limit: 3500 characters (including spaces)

Justification Comment - provide supporting statements justifying metric selection, where appropriate provide links to web documentation or upload a file.

* and ** - NOTE - these will all be subsumed by the term Controlled Unclassified Information (CUI) in 2015.

*Sensitive But Unclassified, Sensitive Security Information, Unclassified/For Official Use Only (FOUO); protected as restricted data, limited distribution, proprietary, originator controlled, law enforcement sensitive, etc.

**CUI includes, but is not limited to: Enforcement Confidential, Attorney-Client Privilege, Confidential Business Information (CBI/Trade Secret, CBI contract materials, scientific research not yet published, Personally Identifiable Information (PII).

Please attach any documents you find relevant in answering the question above.

Max file size: 2 MB

Please upload at most 10 files

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The creation and publication of a detailed list of data assets and data gaps (both internal and external) as they relate to business-driven user need. This stage consists of one question.

Clarifying statement - example actions may include: actions may include identifying existing similar internal and external datasets, determining that no dataset exists either internally or externally, reusing or reutilizing datasets as appropriate to defined requirements, reducing duplication, data inventory evaluated for suitability to meet business requirements, E-Government (e-Gov) requirements, inventory updated for new data assets and requirements. Includes identifying conversion needed to refine or modify attributes, domains, data accuracy/precision, use limitations, restrictions, etc. Identification of conversion costs and financial impacts evaluated; etc. Upon determining requirements are not met by internal or external datasets, then select highest rank and provide additional details on the process in the Justification Comments.

Choose one of the following answers

- This concludes the NGDA Lifecycle Maturity Assessment survey STAGE 2 Question 9.

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STAGE 3 - Obtain	
<p>The collection, purchase, conversion, transformation, sharing, exchanging, or creation of geospatial data that were selected to meet the business needs is identified.</p> <p>This stage consists of three questions.</p>	
<p>10) Is there a process for obtaining data in relation to this dataset?</p> <p>Clarifying statement - example actions may include: actions may include developing a data acquisition plan to procure the data; if the data is not available the creation process would include collect, produce, generate, make, build or construct; this covers any spatial data collected with government equipment and includes data that currently does not exist (new data) and generation of additional data; may include determining cyclic refresh of dataset and/or methodology used to create the dataset; identifying cost associated with conversion; financial process created and updated for the purchase of, modification of, converting of, or transforming of data; leveraging the sharing or exchanging of data; creating or obtaining data to support and meet business requirements with respect to the geographic extent and data resolution; Federal Acquisition Regulations (FAR) as appropriate; etc.</p> <p>Reference as it pertains to Stage 3 Obtain: OMB Circular A-16 Supplemental Guidance (pages 31-32), Federal Acquisition Regulations System, Electronic Code of Federal Regulations Title 48.</p> <p>Choose one of the following answers</p> <ul style="list-style-type: none"> <input type="radio"/> No. <input type="radio"/> Process is under development. <input type="radio"/> Process is being implemented. <input type="radio"/> Process is fully implemented, reviewed and updated on a regular basis. 	<p>Survey Navigation/Help</p> <p>Introduction</p> <p>Questions Overview</p> <p>Questions for All Stages</p> <p>STAGE 1 – Define/Plan</p> <p>STAGE 2 – Inventory/Evaluate</p> <p>STAGE 3 – Obtain</p> <p>STAGE 4 – Access</p> <p>STAGE 5 – Maintain</p> <p>STAGE 6 – Use/Evaluate</p> <p>STAGE 7 – Archive</p> <p>Review and Approval</p> <p>Feedback</p> <p>Submit</p>
<p>11) Is the metadata in a FGDC endorsed geospatial metadata standard?</p> <p>Clarifying statement - example actions may include: Metadata records should include all the information needed to ensure the National Geospatial Data Asset (NGDA) is discoverable, accessible and understandable. In addition, it must include or refer/provide access to all the information required to make the dataset usable. Metadata should provide adequate information so users can determine appropriate uses of the data. Metadata for NGDAs needs to include appropriate keyword tags to make it discoverable as an NGDA. See references for current standards.</p> <p>Reference as it pertains to Stage 3 Obtain: FGDC Content Standard for Digital Geospatial Metadata (CSDGM), FGDC Geospatial Metadata Standards, International Standards Organization (ISO) 19115-1:2014 (data and services), and OMB Circular A-16 Supplemental Guidance (pages 31-32).</p> <p>Choose one of the following answers</p> <ul style="list-style-type: none"> <input type="radio"/> No. <input type="radio"/> Metadata or documentation is available but not in a format endorsed by the FGDC (i.e. - FGDC CSDGM or ISO 19115). <input type="radio"/> Metadata is available in a format endorsed by the FGDC but does not fully describe the information needed to make the dataset discoverable, accessible, and usable. <input type="radio"/> Metadata is available in a format endorsed by the FGDC, it fully describes the dataset and provides all the information required to make the dataset discoverable, accessible, and usable. 	
<p>12) How complete is the geographic coverage as defined in the requirements for the dataset?</p> <p>Clarifying statement - example actions may include: actions taken to obtain data as defined in Stage 1 Define/Plan requirements. Geographic coverage is defined as spatial extent and resolution.</p>	

STAGE 4-Access
Making data produced known and retrievable to the community through documentation and discovery mechanisms so the users can meet their business requirements.
This stage consists of one question.

This stage consists of one question.

13) Do you have a process for providing users access to the data in an open digital machine readable format?

Clarifying statement - example actions may include: converting data into a standard data format that a machine or computer can read; development of an access/dissemination process; engaging communities of interest; both internal/external access, data accessible with respect to sensitivity requirements; open and machine readable (EO 13642), and open geospatial standards. Additional actions can include: development of CRUD (create, read, use, delete) or similar matrix, access management reviews, update matrix based on user feedback or business requirements; defining data services, documenting services as part of the metadata, development of application programming interfaces (API) that are available for use to many applications and web services using the dataset, etc.

References as they pertain to Stage 4 Access: Managing Government Records, E-Government Act Implementation, Making Open and Machine Readable the New Default for Government Information EO 13642, OMB Circular A-16 Supplemental Guidance (pages 31-32), Wikipedia - CRUD, and Open Geospatial Consortium (OGC) Standards.

Choose one of the following answers.

- Ⓐ No.
- Ⓑ Process is under development.
- Ⓒ Process is developed and documentation started.
- Ⓓ Process is developed, documented, and beginning to be implemented.
- Ⓔ User access process is fully implemented, data is available, process is reviewed and updated on a recurring basis.

This concludes the NGDA Lifecycle Maturity Assessment survey STAGE 4 Question 13.

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The ongoing processes and procedures to ensure that the data meet business requirements. This stage consists of two questions.

Clarifying statement - example actions may include: the creation of management/maintenance processes including standard operating procedures (SOP), addressing evolving dataset requirements over time, internal and external evolving policies over time, working with other staff or offices to identify hardware & software needs, storage and backup solutions, resources to maintain and update data and services, including agency records management requirements, linking to computer systems lifecycles, assigning maintenance responsibilities and frequency, identify/develop agreements to support the maintenance process, versioning control, etc.

- Ⓐ No.
- Ⓑ Dataset maintenance process is under development.
- Ⓒ Dataset maintenance process is identified and documented.
- Ⓓ Dataset maintenance process is being implemented.
- Ⓔ Dataset maintenance process is fully implemented and processes are reviewed and periodically updated.

Clarifying statement – example actions may include: processes to identify existing dataset errors, quality control as determined by the quality assurance planning completed in Stage 1 Define/Plan, feedback from users regarding possible errors existing in the current dataset are collected, errors are corrected as deemed appropriate, updated dataset provided as deemed appropriate, and update notifications delivered through various means. Various means can include, but not limited to, errors are documented in metadata (ex. including descriptions of dataset limitations, errors identified, errors corrected, release notes, etc.) may include emailing end users, webpage updates, and official notification processes (ex. Federal Register, etc.), and training. May include establishing error correction process, process reviewed on a recurring basis, etc.

- ☐ No.
- ☐ Error correction process under development.
- ☐ Error correction process established.
- ☐ Error correction process includes user notification, process reviewed on a recurring basis.

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STAGE 6 - Use/Evaluate	
<p>The ongoing assessment, validation, and potential enhancement of data to meet user needs and business requirements. This stage consists of three questions.</p>	
<p>16) Is there a process to determine if the dataset meets user needs?</p> <p>Clarifying statement - example actions may include: reviewing initial requirements to dataset created; users include internal and external; incremental review of requirements, reviewing accuracy, quality, data format, geographic extent, dataset resolution; utilizing feedback processes (ex. internal and external user surveys, community of use questionnaires, communities of interest, user Teams, outreach, user rating, tagging, star rating, etc.) to inform changing requirements, efficient and effective use analysis; evaluating business requirements across agencies; acting upon evolving business needs and changing technology, etc.</p> <p>Reference as it pertains to Stage 6 Use/Evaluate: OMB Circular A-16 Supplemental Guidance (pages 31-32).</p> <p>Choose one of the following answers</p> <p> <input type="radio"/> No. <input type="radio"/> Process is being developed to determine if user needs are being addressed or met. <input type="radio"/> Process is complete and being implemented on ad hoc basis. <input type="radio"/> Process is fully implemented and repeated on a recurring basis. </p>	
<p>17) Is there a process to provide users information on how to access and properly use the dataset?</p> <p>Clarifying statement - example actions may include: providing information to end users on accessing data, data services, promoting use of the dataset, proper use of the dataset - can include electronic documentation in the form of websites, downloadable documents, etc.; dataset is delivered with all of the information available to understand and use the dataset and/or services; information available to all types of end users; stakeholder engagement, outreach in the form of "how to" documents, tools to support access, meetings, presentations, wikis, documented in Data.gov, included in GeoPlatform.gov, etc.; recommendations for referencing or acknowledging dataset source, recognition of copyright or agreements, data use limitations, use restrictions, etc.</p> <p>Reference as it pertains to Stage 6 Use/Evaluate: OMB Circular A-16 Supplemental Guidance (pages 31-32).</p> <p>Choose one of the following answers</p> <p> <input type="radio"/> No. <input type="radio"/> Process is being developed for providing access and proper use. <input type="radio"/> Process implementation started for access and proper use. <input type="radio"/> Process is fully implemented supporting access and proper use, process is reviewed on a recurring basis. </p>	
<p>18) Are the business processes and management practices assessed to meet changing technology?</p> <p>Clarifying statement - example actions may include: reviewing use/utilization of the dataset, may include efficiency analysis, reviews of effectiveness of current technology vs. new technology (ex. shapefiles vs geodatabases), value analysis for updating antiquated formats, financial impact analysis, is the dataset meeting business requirements and management practices with current technology, evaluate how changing technology impacts requirements or practices, evaluating optional and necessary upgrades, identifying opportunities to collaborate internally or externally, and integrating new policies, etc.</p>	

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STAGE 7 - Archive

Facilitate the selection/appraisal retention, storage, preservation and accessibility of geospatial content with long-term value (or the disposition of material as appropriate) and establish mechanisms for the coordinated development of stewardship tools and services across all impacted Federal agencies.
This stage consists of one question.

19) Is there an archiving process for the dataset?

Clarifying statement - example actions may include: identifying business justifications for long-term archiving; establishing long-term archiving requirements; inventorying geospatial data for effective long-term management; selecting and appraising geospatial content of enduring value; establishing records schedules in conjunction with the National Archives and Records Administration (NARA); implementing records management processes and oversight as determined by records schedules; identifying responsible stewards at each step of the data lifecycle; establishing agreements with creating agencies, intermediate stewards and the National Archives for the sequential management of archival data; integrating national initiatives such as the Geospatial Platform in archiving activities; developing technical approaches to data preservation and stewardship; preparing, normalizing or enhancing data to assist long-term preservation; establishing digital repositories and storage to house data of enduring value; training on archiving and preservation processes for frontline staff at each stage of the data lifecycle; engaging federal, state and local stewarding organizations to explore opportunities for shared stewardship; establishing access management plans to exploit the value of long-term data; disposition of data without enduring value in accordance with records management and legal principles.

References as they pertain to Stage 7 Archive: National Digital Stewardship Alliance (NSDA) Levels of Digital Preservation, Managing Government Records, NARA Transfer Guidance, Guidance On The Selection and Appraisal Of Geospatial Content Of Enduring Value (FGDC draft 2014), OMB Circular A-16 Supplemental Guidance (pages 31-32).

Choose one of the following answers

- ☐ No archival or disposition process.
- ☐ Archival and/or disposition processes are in development.
- ☐ Archival and/or processes are in early implementation.
- ☐ Archival and disposition processes are fully implemented.

This concludes the NGDA Lifecycle Maturity Assessment survey STAGE 7 Question 19.

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Click the button to print the current page or save as a PDF.

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Reminder: Clicking "Next" saves your progress.

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Please review your answers. Items in red below indicate you did not complete a question or a justification comment. These must be complete before submitting the assessment. To return to those questions and provide an answer, please use the links provided in the Question Index on the right hand side of your screen in order to properly navigate back to those sections.

To complete this survey to meet the reporting requirements – all questions must be answered and have justification comments completed. There should not be any **"You have not provided a required answer for this question."** comments below.

Printing tips: Please print using the landscape option – the Question Index is part of the printout and will overlap. All browsers tested have similar printing issues.

If you plan to answer any questions at a later time, please close your browser and return using the URL sent in your invitation to take the survey. Any questions you have provided an answer for have been stored in the database and will populate the survey upon your return. You have the option to print your answers at the bottom of this page.

Are you John Smith, the designated dataset manager, completing this for the Maritime Limits and Boundaries of United States of America dataset?

☐ Yes ☐ No

Who has been or will be reviewing the information in this submittal?

****For each box checked here, please provide the name and email in the boxes below:**

☐ Supervisor
☐ Theme Lead
☐ Executive Champion
☐ SAOGI
☐ Other

[Click here to download a spreadsheet of NGDA Theme Leads and Executive Champions](#)

For the first assessment OR baseline assessment please provide what time frame the assessment includes.

Examples:

- Baseline assessment responses include historic information from 1940.
- Baseline assessment responses based on start time of 2002 when business requirements were updated.
- Baseline assessment responses include dataset activities from 1998 to 2015.

<p>1) Is there a recurring process to obtain funding for all lifecycle stages of this dataset?</p> <p>You have not provided a REQUIRED answer for this question</p> <p>Justification Comment:</p> <p>You have not provided a REQUIRED justification comment for this question</p> <hr/> <p>2) Is there a process in place to ensure that open government and transparency guidelines are followed in all lifecycle stages for this dataset?</p> <p>You have not provided a REQUIRED answer for this question</p> <p>Justification Comment:</p> <p>You have not provided a REQUIRED justification comment for this question</p> <hr/> <p>3) Are there processes and tools in place so that staff are sufficiently knowledgeable to ensure a continuity of the dataset for all stages of the lifecycle, especially during staffing transitions?</p> <p>You have not provided a REQUIRED answer for this question</p> <p>Justification Comment:</p> <p>You have not provided a REQUIRED justification comment for this question</p> <hr/> <p>4) Are user and business requirements defined and formalized?</p> <p>You have not provided a REQUIRED answer for this question</p> <p>Justification Comment:</p> <p>You have not provided a REQUIRED justification comment for this question</p> <hr/> <p>5) How are partners/stakeholders involved in the requirements collection process?</p> <p>You have not provided a REQUIRED answer for this question</p> <p>Justification Comment:</p> <p>You have not provided a REQUIRED justification comment for this question</p> <hr/> <p>6) Is there a quality assurance process for the dataset?</p> <p>You have not provided a REQUIRED answer for this question</p> <p>Justification Comment:</p> <p>You have not provided a REQUIRED justification comment for this question</p> <hr/>	<p>Survey Navigation/Help</p> <p>Introduction</p> <p>Questions Overview</p> <p>Questions for All Stages</p> <p>STAGE 1 – Define/Plan</p> <p>STAGE 2 – Inventory/Evaluate</p> <p>STAGE 3 – Obtain</p> <p>STAGE 4 – Access</p> <p>STAGE 5 – Maintain</p> <p>STAGE 6 – Use/Evaluate</p> <p>STAGE 7 – Archive</p> <p>Review and Approval</p> <p>Feedback</p> <p>Submit</p>
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Note: text in red denotes an incomplete response!

Feedback

You're almost done! This concludes the NGDA lifecycle maturity level survey for the Test. In order to help us improve future surveys, please take the time to provide feedback below.

1) What method did you use to gather information for the NGDA Assessment?
Choose one of the following answers

☐ Individual Dataset Manager gathered information
 ☐ Dataset Manager gathered information from supporting staff
 ☐ Dataset Teams met and collaboratively gathered information
 ☐ One Coordinator was assigned to gather information
 ☐ Other

Please enter your comment here:

2) How much overall time, in hours, did you spend gathering, coordinating, and composing information to complete the NGDA Assessment?

Only numbers may be entered in this field.

3) Who entered the data into the NGDA Assessment?
Choose one of the following answers

☐ Dataset Manager
 ☐ Dataset Coordinator
 ☐ Other

Please enter your comment here:

4) How long did it take, in hours, to enter the gathered information into the NGDA Assessment survey?

Only numbers may be entered in this field.

5) Please provide any other comments you have on the NGDA Assessment:

This concludes the questions for Survey Feedback.

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Example of Results

Your assessment

Questions for All Stages: 48%

Transition; Transformation

STAGE 1- Define/Plan: 100%

Optimized; Established

STAGE 2- Inventory/Evaluate: 0%

No Activity

STAGE 3- Obtain: 67%

Managed; Predictable

STAGE 4- Access: 100%

Optimized; Established

STAGE 5- Maintain: 69%

Managed; Predictable

STAGE 6- Use/Evaluate: 100%

Optimized; Established

STAGE 7- Archive: 0%

No Activity

Overall Maturity:

Managed; Predictable

Reference: NGDA LMA Maturity Matrix

Maturity	Maturity Characteristics for All Lifecycle Stages
No Activity Rank = no activity	Dataset meets project or local business needs of the primary owner, secondary or additional users or users were not considered, not recognized as an authoritative data or is part of a similar dataset. Not managed to any of the benchmarks in the approved lifecycle.
Planned; Initial Development Rank = 1	Dataset limited in meeting business needs of the primary owner. Benchmark activities in the approved lifecycle are just starting to consider secondary uses, partnerships are forming to support additional dataset uses. Dataset development is in a very early stage. Minimal or limited management against the benchmarks in the approved lifecycle.
Transition; Transformation Maturity Rank = 2	Dataset meets business needs of the primary owner and has moderate use by secondary users. Benchmark activities are occurring in at least three stages. Efforts to integrate funding, include partners, and obtain data are not supported in a sustained manner. Management practices in relation to the stages of the approved lifecycle is limited.
Managed; Predictable Rank = 3	Dataset meets a significant number of the business needs of the primary owner and is widely used as an authoritative resource by secondary users. Benchmark activities are occurring in at least four of the approved lifecycle stages. Management practices in relation to the approved lifecycle is moderate but consistent. Dataset is integrating changing business requirements in lifecycle stages impacting overall maturity.
Mature; Consistent Rank = 4	Dataset meets all the business needs of the primary owner and most of the secondary users. The dataset is curated and used as authoritative by the primary owner. Dataset is used widely by secondary users actively engaged in sustaining the dataset. Future needs are identified and steps are planned to address these. All stages are supported and reviewed on a recurring basis. The dataset is well managed in relation to the approved lifecycle.
Optimized; Established Rank = 5	Dataset meets virtually all business needs of all users. The dataset is considered authoritative by owners and secondary users. It is curated across all stages of the approved lifecycle. Future needs are defined on a regular basis and resources for addressing both current and future business requirements are available.

Note: full Maturity Matrix available to define each maturity ranking across all stages.

Full document available online: A-16 NGDA Theme Community page:

<https://www.geoplatform.gov/A-16-NGDA-Theme-Community>